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ABSTRACT

The Special Services Unit Tracking System is a computerized system used to monitor the special education programs for children with orthopedic, visual, and hearing impairments. In operation for over two years, it uses a modified data base containing data about the 800 children in individual programs, the staff providing the service, and the specific services provided. The system cumulates the record of the service provided by a regional unit staff and a breakdown by recipients of services. It allows the staff to graphically record how their time was expended with system components that can be individualized according to specific activity within the total system. Finally, it provides a method of reporting to the cooperating units the quantity and types of services being provided. Advantages to the system are: (1) flexibility, (2) minimal staff training time, (3) effective data management and use, (4) minimal clerical tasks, and (5) economic savings in the preparation of evaluations and reports. (Author/DAG)

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A COMPUTERIZED SYSTEM TO MONITOR THE DELIVERY OF DIRECT AND INDIRECT SERVICES IN REGIONAL COOPERATIVE PROGRAMS

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presented at the AERA Meeting, Toronto, Canada, March 1978.

ABSTRACT

The SPECIAL SERVICES UNIT TRACKING SYSTEM is a computerized system used by the Northwestern Illinois Association (NIA), a regional cooperative special service unit of 80 school districts located in 10 counties of Northwestern Illinois, to monitor the special education programs for low-incidence orthopedic, vision and hearing handicapped children. The SSUTS was developed as a joint effort between NIA and Foundation for Individualized Evaluation and Research, Inc. (FIER) to run on a S/32 minicomputer system. The system, in operation for over two years, uses a modified data base containing data about the 800 children in the individual programs supervised and administered by the special service unit, the staff providing the services and the specific services provided. The system cumulates the record of services provided by the regional unit staff and a breakdown according to whom they were provided. It allows a diverse staff to graphically record how their time was expended with system components that can be individualized according to specific activity within the total system. Finally it provides a method of reporting to the cooperating units the quantity and types of services being provided. The system has flexibility built in so that it can change as servicing and reporting needs change. The system requires minimal training of staff for effective usage and the educational service bureau, FIER has assumed operational responsibility while NIA defines the operations and reports required. The system has provided a means of managing and using data effectively. It also is the means to generate accurate reports on time, especially those required for local, state and federal accountability. The use of a service bureau for operation of the system relieves the professional staff of NIA from much clerical responsibility and allows maximum use of their time as professional staff. A final advantage of the system is that it affords economic savings in the preparation of necessary evaluations and reports.

IR005 870

INTRODUCTION AND BACKGROUND

All public school districts in the United States have greatly expanded their educational goals and programs in the last 15 years. The greater number of children remaining in school until age 18 has mandated some of the goal changes, as has the expectations of the society for the schools to provide an educational program broader than the three R's. New programs and goals have necessitated expansion of reporting requirements and the increased number and diversity of students in the schools have vastly increased the amount of data to be included in reports.

The greater amount of available data has led to a recognition of the need for organized data, and, indeed, other papers in this session are also concerned about handling large amounts of data in a way that will extract the most meaning. In addition to this need for organized data to support program planning, there is also a need for data organized to be useful in program operation, program evaluation and program change. Decisions in all these areas may be expedited by having the right data available at the right time.

Data availability became even more important when local, state and federal government laws were passed requiring educational services to special groups of children not adequately serviced in previous educational programs. Most influential were those laws (especially P.L. 94-142) that required all handicapped individuals be identified as early as possible so they may receive a variety of appropriate services to meet their needs. Schools and/or a variety of agencies are and will be increasingly involved in both identification and servicing. Any service unit which is providing special services to the handicapped or special category child is under increased demand to demonstrate the extent and effectiveness of the services. It is particularly mandated that agencies be accountable for the types and extent of the services as they impact on the child. Different agencies working with the same individual, or a variety of sub-units within a given agency working with a specific individual, must actually account for the amounts of time spent on activities relating both directly and indirectly to the child.

Data collection, data organization and data processing become important aspects of the service unit's functions of identifying, servicing and accounting for each child in the program of special services and education. The cycle

is continually repeated as long as a child remains in any program and data is drawn from all the servicing units performing a different service. Since programs have much variation and flexibility for each child, the system to handle it must have the same flexibility to report it.

Such program service requires an administrative unit. In Illinois, Regional Special Education Service Units have been established to administer certain programs for low-incidence handicapped children, and these service units have responsibilities that cross several district boundries.[1] Moreover, the Regional Unit is free to develop the procedures necessary to fulfill the administrative responsibilities and requirements for funding. Northwestern Illinois Association (NIA) is a cooperative regional unit responsible for services to approximately 800 low-incidence handicapped children, each in an individual program administered by NIA. From the beginning of the program, it was apparent that a manual system for keeping records on the background of the children plus their medical and educational progress was not feasible. One way of maintaining adequate records in a timely fashion would be to computerize them, but the equipment and personnel needed to establish such a system would severely drain funds that could be more effectively used for direct services. An alternative solution was to use a service bureau for the computerized system, but it was unlikely that an ordinary, business oriented service bureau would have staff personnel who understand the special problems that arise in any educational program. Personnel at NIA, therefore, turned to Foundation for Individualized Evaluation and Research, Inc. (FIER), a service bureau that already was well known for its work in computerized evaluation of individual child learning, and was located in the area that NIA serviced. Personnel from the two organizations worked together to design the SPECIAL SERVICES UNIT TRACKING SYSTEM (SSUTS) which has been in operation for over two years. This system includes a procedure to provide the specific reports and summaries needed to validate the services offered, and special reports can be developed to reflect the services afforded the individual child by professional personnel, by agency sub-units, by the total organization and interactions among various organizations.

The system was designed as a joint effort with NIA personnel providing information about the specific data required, the type of reports required,

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1. Low-incidence is defined as hearing, vision and orthopedic impairments.

the type of services provided, the interaction among agencies; in short the overall objectives of the system. FIER personnel provided the expertise in computer operation and system design as well as programming support to translate the system objectives into operational attainment. Implementation and field testing of the completed system also required close cooperation between NIA and FIER, and after 14 months of initial operation, the system was evaluated, some changes were made and the fine tuning essential to any computerized system was completed.

The purpose of the system is to attain the following objectives.

1. To cumulate a record of services provided by the regional unit staff and a breakdown of those services according to whom they were provided--child, program, special education cooperative, group of cooperatives, etc.
2. To provide a record keeping system that would allow a highly diverse staff, e.g., physical therapists, parent-infant educators, administrators and supervisors to record how they expended their time.
3. To provide a system within which the components could be individualized but the basic system maintained.
4. To provide a method of reporting to each cooperating unit the quantity and types of services being provided by NIA personnel.

The system is designed to monitor the special services program, not control it. It must remain flexible and responsive to changes in the kind and direction of the services that are provided by the agency.

Most school systems evaluate personnel and programs on the basis of how much time is spent and the impact that is produced in children. Within a cooperative program the press for accountability in these areas is even greater since (a) cooperating units each define somewhat differently the impact the regional unit's staff should have (what objectives are to be reached) and (b) cooperating units wish to acertain that their children are receiving "their fair share" of the regional unit's resources and programs. Thus the staff in a cooperative program is accountable to more levels than staff in an individual school district and must report more than just how time is spent and what educational impact is produced. This was an important consideration in the development of the system.

THE SPECIAL SERVICES UNIT TRACKING SYSTEM

The Northwestern Illinois Association (NIA) is a special education service agency composed of 80 school districts which, in turn, have formed 14 special education units located in 10 counties in Northwestern Illinois. NIA personnel provide auxilary services to the children, primarily to low-incidence handicapped children (orthopedic, vision and hearing) and also provide resource teaching-learning materials and methods as well as graphic arts materials. Funding for NIA services includes federal, state and local sources. Because each unit is paying for services, NIA is accountable to each unit and reports periodically the number of children being serviced in each cooperating unit, as well as the types and amount of services being provided. The two questions frequently asked by the cooperative units are "How many handicapped children in our coop are being provided with what specific services? and Are we getting our dollar share of services from NIA?"

To provide answers to these questions, many types of data are needed. Data are collected in coded form on three different data collection sheets. Code numbers to identify sub-units, children, staff and service types are assigned by the special service unit. Data about the child are collected on a student data sheet, about a staff member on a personnel sheet, and about actual service provided on a data reporting sheet. (Copies of the forms are in Appendix 1.) These data are input to the system. The system used to keep track of the services provided is straight-forward. Each consultant or staff member periodically reports the amount and types of services provided either to individual children or teachers. These data after entry into the computer system are the basis for reports analyzing services provided with the primary processing being counting and totalling.

System sophistication is built into the code structures, the data collected and the modified data base organization used for data storage. Security of the system and privacy protection is accomplished by using only code references to identify children and staff, cooperative unit and type of service performed. Data is stored only once in the system and keys are the means for locating specific data. Data storage is in four files; the student file, the personnel file, the unit file and the transaction file. Most sensitive data--names, addresses, etc.--are stored in tables rather than in the related files, which means that data can be made available for study and research without breaching

the child's right to privacy. An outline of the data code structure is below.

1. Children are identified by a unique 4 digit code which is used as the key to all child data.
2. Basic function code is a single digit to identify divisions to be serviced. NIA uses 1 to code Orthopedic, 2 to code Vision, 3 to code Hearing, 4 to code Special Services and 5 to code Administration.
3. Staff members ecah have a three digit code with the first digit indicating the basic functional area of the staff member (from number 2 above) and the last two digits a unique identifier.
4. Activities are coded with a two digit number. The first digit is used to code broad general categories. The second digit is used to code the specific activity so that the code 11 will indicate both a broad category and a specific activity. (The codes used at NIA can be found in Appendix 2.)

Thus, there are three levels built into each activity code; the functional area, the broad category of activity, and the specific activity. This allows great flexibility in the meaning of the code, since 11 may have a different meaning in the Orthopedic division than it does in the Hearing division. It also keeps the code structure to a minimum number of digits.

Operational procedure used by staff members to report their activities are quite simple. On a regularly scheduled basis, each staff member is provided with the following materials.

1. Alphabetic list within each division. The list includes information like the child's ID number, sex, birth date, program, coop, school, grade, etc.
2. Coded alphabetic lists of the units served by NIA. These are coops, programs, schools and/or school districts, private agencies, etc.
3. Coded lists of types of service to be provided.
4. Service provided reporting forms.

When a staff member performs any task, he records the type(s) of service provided, the agency or individual receiving the service, and the amount of time used. Time spent by staff members on any activity is reported in 20

minute increments, so that time is reported as 1 unit (20 minutes), 2 units (40 minutes), etc. Each month the reporting sheets are turned in, visually scanned for completeness and sent to FIER where they are entered into a S/32 minicomputer. Currently the data are key-entered, but the system is designed to allow interactive entry, mark sense or optical scanning entry as well. The stored data is massaged and retrieved in various combinations to prepare various reports on a scheduled basis. Standard reports generated by the system include child (client) lists in various arrangements: services provided to individual children, dividions, programs and schools; activities by individual staff members or division; child find lists and other reports depending on need. Most reports include totals appropriate to the type of data and report and others include sub-totals whenever they have meaning. Examples of reports used by NIA can be found in Appendix 3. NIA personnel use these reports as the basis for preparing their reports to supporting units. Special reports can be generatedwhen needed with a minimal amount of effort if the data are already in the system. Because of the data base organization, it is also possible to generate reports where additional data are needed in a minimum amount of time.

So far the system has been extremely effective according to several criteria. It has enabled NIA to know the exact status of the program for each child on a current basis, it has allowed NIA to report to supporting units and funding agencies the status of the entire program as well as individual segments, and it has been cost effective. The contract between NIA and FIER provides for complete service of data entry, processing and reporting for an annual fee. Additional reports or data collection, not specified in the contract carry a small additional fee. To date there has been no need to collect additional data or produce additional reports which is a tribute to the completeness and comprehensiveness of the original planning and design of the system. The cost of the service on a per child basis is far less using the service bureau than it would have been had NIA installed a computer system. Further, the effort expended by NIA personnel is in providing services to children instead of in clerical reporting duties. The SSUTS is a good example of how cooperative efforts between an educational unit and a service bureau can help to insure maximum educational service to children.

SUMMARY

The SPECIAL SERVICES UNIT TRACKING SYSTEM is a computerized system used by the Northwestern Illinois Association (NIA), a regional cooperative special service unit of 80 school districts located in 10 counties of Northwestern Illinois, to monitor the special education programs for low-incidence orthopedic, vision and hearing handicapped children. The SSUTS was developed as a joint effort between NIA and Foundation for Individualized Evaluation and Research, Inc. (FIER) to run on a S/32 minicomputer system. The system, in operation for over two years, uses a modified data base containing data about the 800 children in the individual programs supervised and administered by the special service unit, the staff providing the services and the specific services provided. The system cumulates the record of services provided by the regional unit staff and a breakdown according to whom they were provided. It allows a diverse staff to graphically record how their time was expended with system components that can be individualized according to specific activity within the total system. Finally it provides a method of reporting to the cooperating units the quantity and types of services being provided. The system has flexibility built in so that it can change as servicing and reporting needs change. The system requires minimal training of staff for effective usage and the educational service bureau, FIER has assumed operational responsibility while NIA defines the operations and reports required. The system has provided a means of managing and using data effectively. It also is the means to generate accurate reports on time, especially those required for local, state and federal accountability. The use of a service bureau for operation of the system relieves the professional staff of NIA from much clerical responsibility and allows maximum use of their time as professional staff. A final advantage of the system is that it affords economic savings in the preparation of necessary evaluations and reports.

APPENDIX 1

FIER STUDENT DATA SHEET (Use this side only)

IDENTIFICATION

STUDENT ID / CODE NUMBER

SCHOOL CODE

GRADE

TEACHER

DATA SET I

STUDENT BIRTH-DATE

MONTH

YEAR

SEX

ETHNIC

SPEC ED

DATA SET II

Family Status

Home Status

FATHER DATA

ED

OCC

MOTHER DATA

ED

OCC

SIBLINGS

Younger

Older

PHONE

HOME PHONE NUMBER

Area Code

Exch.

Number

SPECIAL PROGRAMS

Program Titles

A D C

Special Classes

Type of Program

Special Services

Vision

Hearing

Medication

Additional Data

STUDENT NAME

LAST NAME

FIRST NAME

MI

PARENT / GUARDIAN

LAST NAME

FI

MI

HOME ADDRESS

STREET NUMBER

NUMB. NAME

STREET NAME

DIR

TYP

CITY CODE

N

S

E

W

NE

NW

SE

SW

ST

RD

DR

PL

AV

LN

BD

CI

TE

CT

HI

PKW

BR

1

2

3

4

OTHER DATA

01

02

03

04

05

06

BUS NUM

RUN

INSTRUCTIONS FOR F.I.E.R. REPORTING SYSTEM

STUDENT LISTS

All low incidence children are entered into a computer file. These students receive unique ID numbers and are listed on each division's student printout. These are distributed to all staff monthly.

Students can be added to the list by completing a F.I.E.R.-NIA-OPEN-CHANGE-CLOSE FORM. As the name of the form implies, it can also be used to close a case or change information in a student's file such as his/her program code or coop code. Please note that you could Close, Change and Open three different cases on one of these forms. A copy of this form is included in this packet for your information. When completing the form to Close, Open or Change a student's file please refer to the coop codes and the program codes for your division. In all cases the coop code should be for the coop in which the student lives even if he is not placed in a program in that coop. Also please note that there are two dates to be entered on the form. In the student data sections there are enrollment dates. This should be the date on which the child was enrolled in his/her program. In the lower left hand corner is the date on which the form was completed.

OPENING A CASE

When you open a case complete the "OPEN" section on the F.I.E.R.-NIA OPEN-CHANGE-CLOSE FORM. Send the case opening form to your Coordinator.

If the child is a "Child Find" case(i.e., 0-5 not in any program or 0-3 in a nonpublic:

1) Complete the "Open Section program.
2) Check "Yes" after CF on the case opening form
3) Complete a case registry referral form
4) Staple these forms together and send to Kathy Coleman at the DeKalb Office.

NOTE: If possible, whenever you are opening a child to whom you have recently provided services, attach the activity forms for those services to the Case Opening Form for the child. Write the students name in the appropriate space on the activity form and attach to that student's case opening form. That will allow us to record service to that particular child starting at the earliest possible date.

F.I.E.R. - NIA OPEN-CHANGE-CLOSE FORM ER 9/77

Periodically data in the computerized file of students will require updating in some way. This single form will allow you to open, change or close a students record. When new information is obtained on a student, please complete the appropriate section of the form. Remember that information from this sheet will be entered into the computer file for processing so write legibly.

* *

C L O S E

Student ID#_____ Student Name_____

Date Left____/____/_____

* *

C H A N G E -Any change, addition or correction in information on your print-out sheet. Use only the

Current Data:

ID#_____LN_____FN_____SEX_____BIRTH_____

PROG_____ COOP_____ DIVISION_____

New Data:

ID#_____LN_____FN_____SEX_____BIRTH_____

PROG_____ COOP_____ DIVISION_____

ENROLLMENT DATE___/___/___ DATE LEFT___/___/____

* *

O P E N Complete also the F.I.E.R.-NIA REPORTING FORM and include this sheet with it. Supplying this information will speed the process of assigning an ID# for the student.

LAST NAME_____FIRST NAME_____

SEX_____BIRTH MO._____/YR._____ PROG_____ COOP_____

DIVISION_____ CF( )
Yes

ENROLLMENT DATE___/___/___

* *

PLEASE TURN IN THESE FORMS AND YOUR REPORT FORMS TO THE F.I.E.R. CLERK, JUDI DEAN, ACCORDING TO THE SCHEDULE YOU RECEIVED AT OUR FIRST STAFF MEETING. JUDI WILL HAVE A MASTER STUDENT LIST IF YOU HAVE QUESTIONS REGARDING INFORMATION ABOUT A CHILD.

The same form may be used for different types of data alterations. i.e., You may supply data to open a record for one student and request changes for a different student both on a single update form.

DATE___/___/___ by Staff Person_____ ID#_____

COORDINATOR 15 _____

F.I.E.R. INSTRUCTIONS

ACTIVITY FORMS

Activity forms(i.e., F.I.E.R.-NIA REPORTING FORMS) are included in this packet. This form is used to collect data to all who provided the service; what kind of service was provided; how much service was provided; and, to what organizational structure or child the services were provided.

1. Who provided the service?

   This is indicated by the staff ID# in the upper right hand corner of the activity form.

2. What kind of service was provided?

   This is answered by the activity code you enter. Your division's activity codes were developed by your coordinator, and any questions about them should be directed to him/her.

3. How much service was provided?

   This is indicated by the number of time units you enter under the activity code. One unit equals 20 minutes. If you expend less than 20 minutes in an activity indicate one unit e.g., 15 minutes is one unit: 30 minutes is 2 units.

You are expected to account for a minimum of 7 hours (i.e. 21 units) per day.

When determining the amount of time you expend in a given activity include both the time directly related to the activity plus support time associated with the activity. For example, if you drove an hour to get to a child's school, attended a one-hour staffing for the child and drove an hour back to your office you would indicate 9 units of time (i.e., three hours) in that activity. Or, if you presented a one hour inservice program and spent two hours preparing it, you'd indicate three hours (i.e., 9 units) for the inservice activity.

4. To what child or organizational structure were the services provided?

   This question is answered by entering codes in the Child ID# space, coop space, program space or "Other" space on the activity form.

   a. If you provided service to a child who is on a division's student list enter that child's ID#, the activity code and the time units.

F.I.E.R. INSTRUCTIONS

ACTIVITY FORMS (continued)

NOTE: If you serve a child from another division, Judi Dean in the DeKalb Office can give you that child's ID#. (e.g., a physical therapist serves a visually handicapped child; or an audiologist evaluates a physically handicapped child.)

EXAMPLE

CLIENT ID# 4308 NEW ( ) CF ( ) DATE__/__/__

CLIENT NAME_____ PROG._____ COOP_____

ACTIVITY (30) (__) (__) (__) (__) OTHER_____

UNITS 6 ___ ___ ___ ___

b. If you provided service to a child who is not on any division's student list enter the appropriate code in child ID# and the code of the coop in which the child lives. These child codes are defined as follows:

9999--Child is enrolled in a regular education program (i.e., K-12 regular classroom).

8888--Child is enrolled in a public preschool program.

7777--Child is enrolled in a special education program (TMH, EMH, LD, BD, etc.)

6666--Child is enrolled in a nonpublic program age 3-21.

5555-- Child is either 0-5 and enrolled in any program; or is 0-3 and enro-led in a nonpublic program. All Child Find kids are in this category until they are opened and have received an ID#.

NEVER USE THE ABOVE NUMBERS FOR A CHILD IF HE/SHE HAS A UNIQUE ID#. ALWAYS GIVE THE CODE OF THE COOP IN WHICH THE CHILD LIVES WHEN YOU USE THE CODES ABOVE.

EXAMPLE

CLIENT ID# 7777 NEW ( ) CF ( ) DATE 9/ 6 /77

CLIENT NAME_____ PROG._____ COOP 06

ACTIVITY (30) (__) (__) (__) (__) (__) OTHER_____

UNITS 12 ___ ___ ___ ___ ___

F.I.E.R. INSTRUCTIONS

c. If you provided services to a low incidence program/teachers (i.e., teachers of hearing, vision, physically handicapped) and could not fairly log that service (e.g., inservice, supervision) to an individual child or children, log it to the program code. DO NOT also provide the coop code for that program. It is extraneous. Your coordinator has developed the program codes for your division.

EXAMPLE

CLIENT ID#_____ NEW ( ) CF ( ) DATE 9 / 6 / 77

CLIENT NAME_____ PROG. 335 COOP___

ACTIVITY (40) (__) (__) (__) (__) OTHER____

UNITS 2 __ __ __ __

d. If you provided service to a coop (e.g., the director, his/her staff, his/her teachers) give only the coop code plus the activity code and time units.

EXAMPLE

CLIENT ID#_____ NEW ( ) CF ( ) DATE 9 / 6 / 77

CLIENT NAME_____ PROG.____ COOP 05

ACTIVITY (40) (__) (__) (__) (__) OTHER_____

UNITS 15 __ __ __ __

e. If you provided service to an "Other" (e.g., spoke at the university, worked on an I.O.E. task force, attended a subregional meeting) you would indicate the appropriate code in the "Other" space plus giving the activity and time units.

EXAMPLE

CLIENT ID#_____ NEW ( ) CF ( ) DATE 9 / 6 / 77

CLIENT NAME_____ PROG____ COOP___

ACTIVITY (40) (__) (__) (__) (__) (__) OTHER 20

UNITS __ __ __ __ __

F.I.E.R. INSTRUCTIONS

f. General Comments When deciding to whom/what you will log your services, it is desirable for you to log them to the smallest possible unit. The units are as follows from the most specific to the least:

MOST SPECIFIC ↓ LEAST SPECIFIC	Child with unique ID#
	Child with categorical number (e.g., 7777) plus coop code
	Program
	Coop
	Other

If there is ever a doubt as to whom/what you should attribute your services, please keep this in mind. If you have questions ask your coordinator or call the Coordinator of Special Services.

Finally, please note that you can list several different activities for a child, program, coop or other.

EXAMPLES

CLIENT ID# 4308 NEW ( ) CF ( ) DATE__/__/__

CLIENT NAME_____ PROG____ COOP____

ACTIVITY (20) (30) (40) (__) (__) OTHER_____

UNITS 10 10 10 __ __

CLIENT ID#_____ NEW ( ) CF ( ) DATE__/__/__

CLIENT NAME_____ PROG____ COOP 02

ACTIVITY (41) (40) (50) (__) (__) OTHER_____

UNITS 15 10 15 __ __

F.I.E.R. - NIA REPORTING FORM

STAFF PERSON ID #_____

CLIENT ID#_____ NEW ( ) CF ( ) DATE__/__/__

CLIENT NAME_____ PROG._____ COOP_____

ACTIVITY (__) (__) (__) (__) (__) (__) OTHER_____

UNITS __ __ __ __ __ __

* * * *

STAFF PERSON ID #_____

F.I.E.R. - NIA REPORTING FORM

CLIENT ID#_____ NEW ( ) CF ( ) DATE__/__/__

CLIENT NAME_____ PROG._____ COOP_____

ACTIVITY (__) (__) (__) (__) (__) (__) OTHER_____

UNITS ___ ___ ___ ___ ___ ___

* * * *

APPENDIX 2

NIA GENERAL ACTIVITY CLASSIFICATIONS. 10/8/76

1X - AWARENESS

2X - IDENTIFICATION

3X - DIAGNOSTICS

4X - SERVICES

5X - REASSESSMENT

ORTHO ACTIVITY CODES

CODE	ACTIVITY
10	AWARENESS
11	IN-SERVICE & PUBLIC MEETINGS
12	NEWSLETTER & BROCHURES
20	IDENTIFICATION
21	IN-SERVICE OF NURSES & SCHOOL PERSONNEL
22	IN-SERVICE OF NON-SCHOOL PERSONNEL
23	REVIEW OF REFERRALS
24	14.702a ACTIVITIES
25	CHILD FIND ACTIVITIES
30	DIAGNOSTIC/EVALUATIONS
31	EDUCATIONAL EVALUATION & STAFFING
32	PSYCHOEDUCATIONAL EVALUATION
33	THERAPY EVALUATION
34	CLINICS
35	MEDICAL PRESCRIPTIONS
40	SERVICE DELIVERY
41	CLASSROOM SUPERVISION
42	STAFF DEVELOPMENT
43	CURRICULUM DEVELOPMENT
44	P/IE ACTIVITIES
45	PARENT CONFERENCES
46	CONSULTATION
47	REMEDIATION
48	STUDENT PROGRAM PLANNING

SEP 3 1976

ORTHO ACTIVITY CODES (CONT.)

50	REASSESSMENT
51	MONITOR THERAPY REPORTS
52	STUDENT RE-EVALUATION & STAFFING
53	STATE/MULTI-REGIONAL PLANNING
54	REGIONAL/SUB-REGIONAL/DIVISION PLANNING
55	CLINICS

VISION ACTIVITY CODES

CODE	ACTIVITY
10	AWARENESS
11	IN-SERVICE & PUBLIC MEETINGS
12	NEWSLETTER & BROCHURES
20	IDENTIFICATION
21	IN-SERVICE OF NURSES & SCHOOL PERSONNEL
22	IN-SERVICE OF NON-SCHOOL PERSONNEL
23	REVIEW OF REFERRALS
24	14.702a ACTIVITIES
25	CHILD FIND ACTIVITIES
30	DIAGNOSTICS/EVALUATIONS
31	EDUCATIONAL EVALUATION & STAFFING
32	PSYCHOEDUCATIONAL EVALUATION
33	LOW VISION AID EVALUATION
34	O&M EVALUATION
40	SERVICE DELIVERY
41	CLASSROOM SUPERVISION
42	STAFF DEVELOPMENT
43	CURRICULUM DEVELOPMENT
44	PRESCRIPTIVE TEACHING
45	P/IE ACTIVITIES

SEP 3 1976

50	REASSESSMENT
51	MONITOR OCULAR REPORTS
52	STUDENT RE-EVALUATION & STAFFING
53	STATE/MULTI-REGIONAL PLANNING
54	REGIONAL/SUB-REGIONAL/DIVISION PLANNING

ACTIVITY CODES: HEARING

CODE	ACTIVITY
10	AWARENESS
11	Brochures
12	Inservice and Public meetings
20	IDENTIFICATION
21	Inservice of Nurses and School personnel
22	Inservice of Non public school personnel
23	Review of Referrals
24	14-7.02a
30	DIAGNOSTICS
31	Hearing Evaluation
32	Hearing Aid Evaluation
33	Audio Otologic clinics
34	Educational Evaluation and Staffing
35	Psycho educational Evaluation
40	SERVICE DELIVERY
41	Classroom Supervision
42	Curriculum Development
43	Staff Department
44	Classroom consultation by Audiologist
50	REASSESSMENT
51	Program Evaluation
52	Student reevaluation and Staffing
53	Regional Advisory Committee Activity
54	Regional and Subregional Planning

ACTIVITY CODES: Special Services

CODE	ACTIVITY
10	Awareness
11	Meetings
12	Developing Materials
20	Identification
21	Gathering Referral Data
22	Reviewing Referrals
30	Diagnostic
31	Multidisciplinary Clinic
32	Testing
33	PIE Clinic
34	PIE Evaluation

CODE	ACTIVITY
40	Educational Services
41	Consultation and Staffings
42	Staff Development
43	Inservice Training
44	Program Development
45	Remediation
50	Reassessment
51	End-of-Year Staffings
52	Re-evaluations

SEP 3 1976

APPENDIX 3

SAMPLES OF REPORTS GENERATED BY FIER

PAGE	DESCRIPTION
A-1	Client list in alphabetical order by Division.
A-5	Client list in alphabetical order by Division by Co-op Active and In-active clients.
A-8	Client list in alphabetical order by Division by Program Active and In-active clients.
A-10	Individual client report showing types of services provided, Staff member involved, and total time reported for the services.
A-[illegible]	A detail listing of all services provided by each Staff member with totals by Division.
A-16	A detail listing of the services provided to a Co-op by each Staff member.
A-21	A detail listing of the services provided to a Program by each Staff member.
A-24	A detail listing of the services provided to 'OTHER' sub-units by each Staff member.

Approximately 40 reports are generated on a monthly, quarterly, semi-annual and annual basis. These reports can significantly substantiate the types and quantity of service being provided clients and sub-units by the Special Service Unit.

A - 1

CLIENT LIST IN ALPHABETICAL ORDER BY DIVISION.

4/77

DATE 4/11/77 CLIENT LIST

ID	LN	FN	PROG	COOP	CF	BIRTH	SEX	DIVISION
7918			196	8		1/69	F	ORTHO
6263			187	6		10/70	M	ORTHO
7923			186	3		7/68	F	ORTHO
8448			186	3		6/66	M	ORTHO
6268			195	10		10/63	F	ORTHO
8193	Anson	Samuel	430	8	2	4/75	M	ORTHO
6273			193	5		3/63	M	ORTHO
6278			186	9		3/66	M	ORTHO
8178			183	6		4/73	M	ORTHO
6283			186	6		9/69	M	ORTHO
8173			183	6		4/72	F	ORTHO
6288			799	8		11/60	M	ORTHO
8493	Barker	Shirley	429	11	1	1/76	F	ORTHO
6293			190	5		7/67	M	ORTHO
6298			190	13		5/70	F	ORTHO
6303			191	6		1/67	M	ORTHO
6308			799	8		3/61	M	ORTHO
6313	Early	Joe	196	1		11/61	M	ORTHO
6318			195	10		1/70	F	ORTHO
6323			190	13		4/70	M	ORTHO
6328			187	6		2/64	M	ORTHO
6333			187	6		9/68	M	ORTHO
8233			195	10		11/65	M	ORTHO
8153			195	10		11/65	M	ORTHO
6343			195	10		3/64	F	ORTHO
6348			196	1		5/60	M	ORTHO
6353			191	13		12/65	M	ORTHO
6358			186	3		11/66	F	ORTHO
6363			187	6		1/69	F	ORTHO
7933			193	5		12/62	M	ORTHO
8163			183	6		11/72	M	ORTHO
6368			187	6		6/66	M	ORTHO
6373			193	13		1/61	F	ORTHO
6378			193	13		1/64	M	ORTHO
6383			186	3		3/74	M	ORTHO
6388			194	13		5/61	M	ORTHO
7983			799	1		11/57	F	ORTHO
7938			196	8		8/68	M	ORTHO
6393			191	13		9/65	F	ORTHO
6398			190	40		1/68	F	ORTHO
6403			194	40		3/62	F	ORTHO
7978			799	1		6/58	F	ORTHO
7998			184	4		3/73	M	ORTHO
6408			197	1		4/68	M	ORTHO
6413			193	9		3/63	F	ORTHO

A - 3

DATE 4/11/77 CLIENT LIST

ID	LN	FN	PROG	COOP	CF	BIRTH	SEX	DIVISION
8258			362	12		3/67	M	HEARING
8628			363	12		8/72	M	HEARING
6783			398	3		9/66	F	HEARING
7113			397	6		12/65	F	HEARING
6818			365	7		7/70	M	HEARING
8413			380	6		10/69	M	HEARING
6923			358	12		9/64	F	HEARING
6943			357	11		5/58	M	HEARING
6953			357	11		10/61	F	HEARING
8353			383	6		4/72	M	HEARING
8663			355	7		7/62	M	HEARING
4218			356	11		10/64	F	HEARING
6728			368	1		11/63	M	HEARING
4228			390	4		3/67	M	HEARING
4233			362	11		7/68	M	HEARING
4238			374	13		2/61	F	HEARING
4243			362	12		8/64	M	HEARING
6788			365	12		6/71	F	HEARING
4253			377	13		10/67	F	HEARING
4258			377	4		10/65	M	HEARING
384			384	9		2/70	M	HEARING
4273			396	9		3/57	M	HEARING
4278			369	1		6/66	M	HEARING
6683			367	6		3/68	F	HEARING
4283			388	4		6/70	M	HEARING
7068			366	3		5/65	M	HEARING
4288			357	7		12/59	F	HEARING
4298			359	11		12/64	M	HEARING
7373			379	9		12/68	M	HEARING
4318			359	12		9/64	M	HEARING
4323			397	4		4/68	M	HEARING
6898			362	12		7/68	M	HEARING
7318			399	7		4/61	M	HEARING
6903			362	14		11/66	M	HEARING
4343			372	1		/	M	HEARING
7878			378	6		4/70	M	HEARING
8063			403	3		12/73	F	HEARING
4348			374	5		8/59	M	HEARING
7793			391	1		12/64	M	HEARING
8143			384	6		12/72	F	HEARING
5323			375	3		7/65	M	HEARING
7138			381	6		7/67	F	HEARING
5328			396	3		2/62	M	HEARING
7193			380	6		12/68	F	HEARING
5338			381	6		5/65	M	HEARING

A - 4

ORTHO	CLIENTS LISTED----	106	DATE 4/11/77
VISION	CLIENTS LISTED---	282	DATE 4/11/77
HEARING	CLIENTS LISTED--	354	DATE 4/11/77
SPECIAL SERVICE	CLIENTS LISTED--	5	DATE 4/11/77
TOTAL	CLIENTS LISTED **	747 **	DATE 4/11/77

A - 5

CLIENT LIST IN ALPHABETICAL ORDER BY DIVISION BY CO-OPERATIVE

ACTIVE AND IN-ACTIVE CLIENTS

4/77

DATE 4/11/77 CO-OP CLIENT LIST

CO-OP - # 5 - EAST AMHER

DEL	ID	LN	FN	PROG	COOP	CF	BIRTH	SEX	DIVISION
	8			294	5		11/64	M	VISION
	6273			193	5		3/63	M	ORTHO
	8388			294	5		6/71	F	VISION
	4348			374	5		8/59	M	HEARING
	6293			190	5		7/67	M	ORTHO
	5453			374	5		10/63	F	HEARING
	5303			388	5		4/70	M	HEARING
	7783			396	5		8/61	M	HEARING
	5013			385	5		10/67	M	HEARING
	5008			390	5		9/65	F	HEARING
*	7928			189	5		12/58	M	ORTHO
	7933			193	5		12/62	M	ORTHO
	273			294	5		9/68	F	VISION
	5058			376	5		11/70	F	HEARING
	308			279	5		7/66	F	VISION
	8118			404	5	2	3/74	F	HEARING
	6743			384	5		11/71	M	HEARING
	8513			295	5		7/61	M	VISION
	4903			388	5		10/70	M	HEARING
	6423			192	5		1/71	M	ORTHO
	453			278	5		12/68	M	VISION
*	7513			294	5		3/67	M	VISION
	468			294	5		7/61	F	VISION
	6473			190	5		12/66	M	ORTHO
	7958			190	5		6/68	F	ORTHO
	6483			191	5		1/66	F	ORTHO
	6493			193	5		6/61	M	ORTHO
*	6508			191	5		1/65	F	ORTHO
	8293			389	5	1	6/74	M	HEARING
*	8158			389	5		11/69	M	HEARING
	8053			389	5		11/69	M	HEARING
	1223			294	5		10/69	M	VISION
	6713			389	5		5/69	M	HEARING
	6528			189	5		8/61	F	ORTHO
	6548			190	5		3/69	M	ORTHO
	4778			396	5		8/61	M	HEARING
	8113			404	5	2	5/74	F	HEARING
	7778			376	5		11/66	F	HEARING
	4798			377	5		3/66	F	HEARING
	4808			385	5		1/70	F	HEARING
	4803			392	5		1/64	M	HEARING
	643			295	5		6/67	M	VISION
	718			294	5		11/60	F	VISION

DATE 4/11/77 CO-OP CLIENT LIST

CO-OP - # 5 - EAST AMBER

DEL	ID	LN	FN	PROG	COOP	CF	BIRTH	SEX	DIVISION
	5518			389	5		6/69	M	HEARING
	5528			385	5		6/68	M	HEARING
	5533			385	5		6/69	M	HEARING
	5538			390	5		6/66	M	HEARING
	5543			388	5		11/70	M	HEARING
*	7518			294	5		3/66	M	VISION
	5643			374	5		12/58	F	HEARING
	6773			376	5		2/68	M	HEARING
	5648			374	5		8/60	F	HEARING
	5653			374	5		8/60	F	HEARING
	5683			387	5		8/71	F	HEARING
	8108			404	5	2	9/74	M	HEARING
*	873				5		9/59	F	VISION
	6593			191	5		6/64	F	ORTHO
	5873			376	5		4/68	M	HEARING
*	7583			294	5		6/67	M	VISION
	5978			387	5		12/71	F	HEARING
*	958				5		11/70	M	VISION
	6603			193	5		5/62	F	ORTHO
	978			294	5		5/67	F	VISION
	6693			384	5		4/71	M	HEARING
	6698			367	5		1/63	M	HEARING
	7808			387	5	2	7/73	M	HEARING
	8578			203	5		5/67	F	VISION
	8368			294	5		4/65	M	VISION
	6218			392	5		12/64	F	HEARING

CO-OP - 5 EAST AMBER

ORTHO CLIENTS LISTED---- 14 DATE 4/11/77

VISION CLIENTS LISTED--- 18 DATE 4/11/77

HEARING CLIENTS LISTED-- 37 DATE 4/11/77

SPECIAL SERVICE CLIENTS LISTED-- DATE 4/11/77

TOTAL CLIENTS LISTED -- 69 -- DATE 4/11/77

ACTIVE CLIENTS- 61 AS OF DATE 4/11/77

* DELETED CLIENTS 8 AS OF DATE 4/11/77

CLIENT LIST IN ALPHABETICAL ORDER BY DIVISION BY PROGRAM

ACTIVE AND IN-ACTIVE CLIENTS

DATE 4/11/77 PROGRAM CLIENT LIST

PROGRAM - # 187 - KRUNCHY —ORTHO

DEL	ID	LN	FN	PROG	COOP	CF	BIRTH	SEX	DIVISION
	6263			187	6		10/70	M	ORTHO
	6328	SIMPSON	PAUL	187	6		2/64	M	ORTHO
	6333			187	6		9/68	M	ORTHO
	6363			187	6		1/69	F	ORTHO
	6368			187	6		6/66	M	ORTHO
	6448			187	6		8/69	M	ORTHO
	6488			187	6		12/67	M	ORTHO
	6513	STRAPP	FRAN	187	6		2/69	F	ORTHO
*	7988			187	6		11/71	F	ORTHO
	6583			187	6		10/69	M	ORTHO
	6588			187	6		9/69	F	ORTHO
	8423			187	6		4/66	M	ORTHO

PROGRAM - 187 KRUNCHY —ORTHO

ORTHO CLIENTS LISTED---- 12 DATE 4/11/77

VISION CLIENTS LISTED--- DATE 4/11/77

HEARING CLIENTS LISTED-- DATE 4/11/77

SPECIAL SERVICE CLIENTS LISTED-- DATE 4/11/77

TOTAL CLIENTS LISTED -- 12 -- DATE 4/11/77

ACTIVE CLIENTS- 11 AS OF DATE 4/11/77

* DELETED CLIENTS 1 AS OF DATE 4/11/77

INDIVIDUAL CLIENT REPORTS - TYPES OF SERVICES PROVIDED

INCLUDING STAFF MEMBER AND TOTAL TIME

DATE 3/31/77 -FIER CLIENT REPORT A - 11

PERIOD FROM 3/01/77 TO 3/31/77

BIRTH 04/70 CLIENT 6323 Martin Beck

DIVISION - ORTHO

CO-OP - WEST SIBERIA
PROG - KRISP --ORTHO

STAFF MEMBER 108 W.S. Corvine

ACTIVITY - 4 - EDUC SERVICES	16	UNITS	5.33 HOURS
ACTIVITY - 5 - RE-ASSESSMENT	1	UNITS	.33 HOURS
TOTALS FOR 108 -	17*	UNITS	5.67* HOURS

STAFF MEMBER 109 M. Seymour

ACTIVITY - 4 - EDUC SERVICES	1	UNITS	.33 HOURS
TOTALS FOR 109 -	1*	UNITS	.33* HOURS

TOTAL SERVICES TO Martin Beck ..... 6.00** HOURS

DATE 3/31/77 -FIER CLIENT REPORT A - 12

PERIOD FROM 3/01/77 TO 3/31/77

BIRTH 01/68 CLIENT 6398 Shirley Simms

DIVISION - ORTHO

CO-OP - CAYUGANY COUNTY SPEC ED ASSN.
PROG - KRISP —ORTHO

STAFF MEMBER 108 W.S. Corvine

ACTIVITY - 4 - EDUC SERVICES 6 UNITS 2.00 HOURS

TOTALS FOR 108 - 6* UNITS 2.00* HOURS

STAFF MEMBER 109 M. Seymour

ACTIVITY - 4 - EDUC SERVICES 2 UNITS .67 HOURS

TOTALS FOR 109 - 2* UNITS .67* HOURS

TOTAL SERVICES TO Shirley Simms ..... 2.67** HOURS

LIST OF ALL SERVICES PROVIDED BY EACH STAFF MEMBER

TOTALS BY DIVISION

04/13/77 ALL STAFF ACTIVITIES

DIVISION	STAFF NAME	ACTIVITY	UNITS	TOTAL HOURS
1	D.	31	20	6.66 *
		33	7	2.33 *
		34	15	4.99 *
		45	26	8.64 *
		46	21	6.98 *
		47	315	104.81 *
		48	21	6.97 *
		53	30	10.00 *
		55	3	1.00 *
	D.		458	152.38 **
	J.	23	3	1.00 *
		42	6	2.00 *
		43	17	5.66 *
		45	52	17.21 *
		46	2	0.66 *
		47	85	28.26 *
		48	35	11.57 *
		49	4	1.33 *
		50	3	1.00 *
		55	3	1.00 *
	J.		210	69.69 **
	S.	34	12	4.00 *
		43	22	7.32 *
		45	27	8.97 *
		46	23	7.64 *
		47	103	34.11 *
		48	20	6.63 *
		53	30	10.00 *
		55	2	0.66 *
	S.		239	79.33 **
	D.	23	3	1.00 *
		31	3	1.00 *
		33	18	6.00 *
		45	2	0.66 *
		46	59	19.66 *
		47	111	36.97 *
		48	24	8.00 *
		53	31	10.33 *
	D.		251	83.62 **
	D.	10	8	2.66 *
		23	18	5.98 *
		33	10	3.32 *
		42	56	18.66 *
		43	22	7.32 *
		45	30	9.97 *
		46	38	12.58 *

04/13/77 ALL STAFF ACTIVITIES

DIVISION	STAFF NAME	ACTIVITY	UNITS	TOTAL HOURS
1	D.	47	124	41.26 *
		48	34	11.29 *
		49	38	12.65 *
		50	4	1.32 *
		51	2	0.66 *
		53	41	13.66 *
		54	20	6.66 *
		55	9	3.00 *
	D.		454	150.99 **
	J.	33	16	5.33 *
		34	8	2.66 *
		42	39	13.00 *
		43	4	1.33 *
		45	42	13.97 *
		46	19	6.31 *
		47	257	85.53 *
		48	41	13.66 *
		51	4	1.32 *
		53	38	12.65 *
		55	.2	0.66 *
	J.		470	156.42 **
	R.	33	8	2.66 *
		42	13	4.33 *
		43	2	0.66 *
		45	2	0.66 *
		46	16	5.30 *
		47	93	30.85 *
		48	16	5.30 *
		52	45	15.00 *
		53	41	13.66 *
		55	4	1.33 *
	R.		240	79.75 **
1			2322	772.18 ***
2	V.	23	13	4.33 *
		34	43	14.32 *
		43	13	4.29 *
		44	125	41.64 *
		46	6	2.00 *
		52	29	9.58 *
		53	4	1.33 *
		54	52	17.33 *
	V.		285	94.82 **
	A.	20	17	5.63 *
		23	37	12.30 *
		30	53	17.63 *
		31	29	9.65 *

LIST OF ALL SERVICES PROVIDED BY EACH STAFF MEMBER

TOTALS BY CO-OPERATIVE

04/13/77 ALL COOP-ACTIV. BY-DIV.

DIV	CO-OP NAME	STAFF	ACTIVITY	UNITS	TOTAL HOURS
1	TRI-COUNTY SPEC. EDUC. CO-OP	101	31	20	6.66 *
			33	7	2.33 *
			34	15	4.99 *
			45	26	8.64 *
			46	21	6.98 *
			47	300	99.81 *
			48	21	6.97 *
			53	30	10.00 *
			55	3	1.00 *
		101		443	147.38 **
		102	45	2	0.66 *
			47	12	3.99 *
			48	4	1.32 *
		102		18	5.97 **
		104	47	7	2.33 *
		104		7	2.33 **
	TRI-COUNTY SPEC. EDUC. CO-OP			468	155.68 ***
	CRANSTON/DRODE	102	43	2	0.66 *
			45	2	0.66 *
			47	2	0.66 *
			48	1	0.33 *
		102		7	2.31 **
		103	34	6	2.00 *
			43	9	3.00 *
			45	16	5.32 *
			47	26	8.62 *
			48	6	2.00 *
		103		63	20.94 **
		109	33	5	1.66 *
		109		5	1.66 **
	CRANSTON/DRODE			75	24.91 ***
	DRANDE COUNTY SPEC EDUC ASSN	106	45	11	3.66 *
			46	5	1.66 *
			47	18	5.99 *
			48	5	1.66 *
		106		39	12.97 **
	DRANDE COUNTY SPEC EDUC ASSN			39	12.97 ***
	EAST AMBER	108	34	4	1.33 *
			43	4	1.33 *
			45	15	4.99 *
			47	82	27.31 *
			48	14	4.66 *
		108		119	39.62 **

04/13/77 ALL COOP-ACTIV. BY-DIV.

DIV	CO-OP NAME	STAFF	ACTIVITY	UNITS	TOTAL HOURS
1	EAST AMBER	109	33	3	1.00 *
			43	2	0.66 *
			45	1	0.33 *
			46	7	2.33 *
			47	15	4.98 *
			48	10	3.32 *
		109		38	12.62 **
	EAST AMBER			157	52.24 ***
	ELBER	103	34	6	2.00 *
			43	8	2.66 *
			45	11	3.65 *
			46	12	3.99 *
			47	55	18.18 *
			48	13	4.30 *
		103		105	34.78 **
		106	23	15	4.98 *
			33	5	1.66 *
			45	7	2.32 *
			46	14	4.63 *
			47	30	9.98 *
			48	15	4.98 *
			54	20	6.66 *
		106		106	35.21 **
		108	33	4	1.33 *
			46	9	3.00 *
			48	3	1.00 *
		108		16	5.33 **
		109	47	3	0.99 *
		109		3	0.99 **
	ELBER			230	76.31 ***
	SPEC EDUC ASSN OF DAN COUNTY	101	47	15	5.00 *
		101		15	5.00 **
		102	45	30	9.94 *
			47	35	11.64 *
			48	14	4.62 *
		102		79	26.20 **
	SPEC EDUC ASSN OF DAN COUNTY			94	31.20 ***
	MID-CENTER SPEC ED AGREEMENT	103	46	1	0.33 *
			47	10	3.32 *
			48	1	0.33 *
		103		12	3.98 **
		106	33	3	1.00 *

04/13/77 ALL COOP-ACTIV. BY-DIV.

DIV	CO-OP NAME	STAFF	ACTIVITY	UNITS	TOTAL HOURS
1	MID-CENTER SPEC ED AGREEMENT	106	43	5	1.66 *
			45	12	3.99 *
			46	13	4.30 *
			47	37	12.32 *
			48	12	3.99 *
			50	4	1.32 *
			51	2	0.66 *
		106		88	29.24 **
		108	45	16	5.32 *
			46	1	0.33 *
			47	31	10.29 *
			51	1	0.33 *
		108		49	16.27 **
		109	47	19	6.30 *
			48	2	0.66 *
			52	3	1.00 *
		109		24	7.96 **
	MID-CENTER SPEC ED AGREEMENT			173	57.45 ***
	NORTHWEST SPEC EDUC CO-OP	104	23	3	1.00 *
			31	3	1.00 *
			33	18	6.00 *
			45	2	0.66 *
			46	50	16.66 *
			47	104	34.64 *
			48	21	7.00 *
		104		201	66.96 **
		109	47	1	0.33 *
		109		1	0.33 **
	NORTHWEST SPEC EDUC CO-OP			202	67.29 ***
	ORAL COUNTY SPEC EDUC CO-OP	102	23	3	1.00 *
			45	18	5.95 *
			46	2	0.66 *
			47	36	11.97 *
			48	16	5.30 *
			50	3	1.00 *
		102		78	25.88 **
	ORAL COUNTY SPEC EDUC CO-OP			78	25.88 ***
	WEST AMBER	106	33	2	0.66 *
			46	6	1.99 *
			47	14	4.65 *
			48	2	0.66 *
		106		24	7.96 **
		108	33	12	4.00 *

04/13/77 ALL COOP-ACTIV. BY-DIV.

DIV	CO-OP NAME	STAFF	ACTIVITY	UNITS	TOTAL HOURS
1	WEST AMBER	108	34	4	1.33 *
			45	11	3.66 *
			47	46	15.28 *
			48	12	4.00 *
			51	3	0.99 *
		108		88	29.26 **
		109	46	3	0.99 *
			47	19	6.29 *
			48	1	0.33 *
		109		23	7.61 **
	WEST AMBER			135	44.83 ***
	KIMBALL COUNTY SPEC ED ASSN.	108	47	26	8.66 *
		108		26	8.66 **
		109	45	1	0.33 *
			46	2	0.66 *
			47	11	3.64 *
			48	1	0.33 *
		109		15	4.96 **
	KIMBALL COUNTY SPEC ED ASSN.			41	13.62 ***
1				1692	562.38 ****
2	TRI-COUNTY SPEC. EDUC. CO-OP	201	34	35	11.66 *
			43	4	1.32 *
			44	3	1.00 *
			52	7	2.32 *
		201		49	16.30 **
		202	20	11	3.65 *
			23	4	1.33 *
			30	16	5.33 *
			31	6	2.00 *
			40	2	0.66 *
			41	15	5.00 *
			51	3	1.00 *
		202		57	18.97 **
		203	51	1	0.33 *
		203		1	0.33 **
	TRI-COUNTY SPEC. EDUC. CO-OP			107	35.60 ***
	CRAAN COUNTY SPEC EDUC CO-OP	202	43	3	1.00 *
		202		3	1.00 **
		203	51	2	0.66 *
		203		2	0.66 **

LIST OF ALL SERVICES PROVIDED BY EACH STAFF MEMBER

TOTALS BY PROGRAMS

04/13/77 ALL STAFF-PROG-ACTV.-DIV

DIV	PROGRAM NAME	STAFF #	ACTIVITY	UNITS	TOTAL HOURS
1	-ORTHO	106	23	3	1.00 *
			43	17	5.66 *
			46	5	1.65 *
			47	43	14.31 *
			49	27	8.99 *
		106		95	31.61 **
	-ORTHO			95	31.61 ***
P	-ORTHO	106	45	19	6.32 *
			46	10	3.32 *
			47	47	15.65 *
			48	8	2.66 *
		106		84	27.95 **
P	-ORTHO			84	27.95 ***
R	-ORTHO	106	33	2	0.66 *
			46	8	2.65 *
			47	34	11.30 *
			48	2	0.66 *
		106		46	15.27 **
R	-ORTHO			46	15.27 ***
H	-ORTHO	103	43	3	1.00 *
			45	14	4.66 *
			46	3	0.99 *
			47	31	10.30 *
			48	4	1.33 *
		103		55	18.28 **
		109	33	5	1.66 *
		109		5	1.66 **
HI	-ORTHO			60	19.94 ***
K	-ORTHO	103	43	2	0.66 *
			45	4	1.32 *
			46	12	3.99 *
			47	41	13.55 *
			48	6	1.98 *
		103		65	21.50 **
		108	33	4	1.33 *
			46	2	0.66 *
			48	3	1.00 *
		108		9	2.99 **
K	-ORTHO			74	24.49 ***
M	-ORTHO	103	45	7	2.33 *
			46	6	2.00 *
			47	13	4.30 *

04/13/77 ALL STAFF-PROG-ACTV.-DIV

DIV	PROGRAM	NAME	STAFF #	ACTIVITY	UNITS	TOTAL HOURS
1	M	-ORTHO	103	48	5	1.66 *
			103		31	10.29 **
			108	46	2	0.66 *
			108		2	0.66 **
	M	-ORTHO			33	10.95 ***
	C	-ORTHO	108	46	6	1.99 *
				47	2	0.66 *
			108		8	2.65 **
			109	46	1	0.33 *
				47	29	9.62 *
				48	1	0.33 *
			109		31	10.28 **
	C	-ORTHO			39	12.93 ***
	K	-ORTHO	108	45	33	10.98 *
				47	61	20.29 *
				48	5	1.66 *
				51	3	0.99 *
			108		102	33.92 **
			109	45	1	0.33 *
				46	1	0.33 *
				47	23	7.65 *
				48	3	0.99 *
			109		28	9.30 **
	K	-ORTHO			130	43.22 ***
	P	-ORTHO	108	45	6	2.00 *
				47	7	2.32 *
				51	1	0.33 *
			108		14	4.65 **
			109	45	1	0.33 *
				46	2	0.66 *
				47	6	1.99 *
			109		9	2.98 **
	P	-ORTHO			23	7.63 ***
	B	-ORTHO	108	47	29	9.65 *
			108		29	9.65 **
			109	46	1	0.33 *
				47	6	1.99 *
			109		7	2.32 **
	B	-ORTHO			36	11.97 ***

LIST OF SERVICES PROVIDED BY STAFF MEMBERS

TOTALS TO 'OTHER'

04/13/77 ALL STAFF-OTH-ACT BY DIV PAGE 1

DIV	"OTHER" NAME	STAFF #	ACTIVITY	UNITS	TOTAL HOURS
1	SUBREGION I	106	10	8	2.66 *
		106		8	2.66 **
	SUBREGION I			8	2.66 ***
	REGION	102	42	6	2.00 *
			43	15	5.00 *
			49	4	1.33 *
			55	3	1.00 *
		102		28	9.33 **
		103	53	30	10.00 *
			55	2	0.66 *
		103		32	10.66 **
		104	53	31	10.33 *
		104		31	10.33 **
		106	42	56	18.66 *
			49	11	3.66 *
			53	41	13.66 *
			55	9	3.00 *
		106		117	38.99 **
		108	42	39	13.00 *
			48	12	4.00 *
			53	38	12.65 *
			55	2	0.66 *
		108		91	30.31 **
		109	42	13	4.33 *
			48	2	0.66 *
			52	42	14.00 *
			53	41	13.66 *
			55	4	1.33 *
		109		102	33.98 **
	REGION			401	133.59 ***
1				409	136.25 ****
2	SUBREGION I	204	42	20	6.66 *
		204		20	6.66 **
	SUBREGION I			20	6.66 ***
	SUBREGION II	202	50	3	1.00 *
			54	6	1.99 *
		202		9	2.99 **
		204	54	8	2.66 *
		204		8	2.66 **
	SUBREGION II			17	5.65 ***